

EMERGENCY REPAIR PROGRAM

APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST

MAY 2006

The following items are necessary for the application to be deemed *complete* by the Office of Public School Construction:

☐ **Application for Reimbursement and Expenditure Report, Form SAB 61-03**

Parts A and B completed.

☐ **Documentation to substantiate the health and safety threat.**

The list below contains examples of health and safety threat documentation. The list is not exhaustive as other forms of documentation will be considered.

- » Photos showing the condition of the project prior to the repair work being performed.
- » Signed copy of the Interim Evaluation Instrument identifying the health and safety threat.
- » Copies of complaints made by parents, students, or staff referencing the problem.
- » Inspection report by a qualified individual(s) or firm(s).
- » Work orders that describe the health and safety threat.

☐ **Construction Contract(s)** (if applicable)

See Public Contract Code Section 20111(b).

☐ **Schedule of Values** (if applicable)

☐ **DSA Approved Plans/Specifications** (if applicable)

☐ **Purchase Order(s) and Purchase Agreement(s)** (if applicable)

☐ **Architect Agreement(s) and Schedule of Fees** (if applicable)

☐ **Copy of Vendor Invoices** (if applicable)

☐ **Copy of Warrant(s) or Payment Voucher(s)** (if applicable)

☐ **For Force Account Labor Projects**, Local Educational Agencies (LEAs) must submit a Work Order(s) or Other Document(s) containing the following information:

- » Hourly Wages
- » Number of Hours Spent on the Project
- » Employee Name(s)

See Public Contract Code Section 20114 (a).

Additional Required Documentation for Replacement Projects (see Regulation Section 1859.323.1):

If the replacement box has been checked on the Form SAB 61-03 in Part A Section 1, the application package must contain *all* of the following:

☐ **Estimated Cost to Repair the system/component**

☐ **Estimated Cost to Replace with a Like-Kind Material/System**

For alternative building material/system replacement projects, the LEA must additionally submit the following:

☐ **Estimated Cost to Replace with an alternative building material/system**

The estimates must be as detailed as possible and no lump sum estimates will be accepted. Furthermore the estimates must have been prepared by qualified individuals or firms but are not required to be prepared by the same person(s).

If the system/component is unable to be repaired and replacement is the only repair possible, the LEA must certify to this by providing explanation on the Form SAB 61-03 Part A Section 7 and mark "Repair" in Part A Section 1.